



02 October 2018

## Vacancy Notice

**TITLE:** Senior Statistical Assistant

**CONTRACT TYPE:** Short-term contract: Service Contract

**DURATION:** 1 year

**SALARY:** CAD 3,417.67/month net of taxes

**OFFICE:** UNESCO Institute for Statistics  
Learning Outcomes Section (LO)

**NATIONALITY:** In order to be eligible for this contract, applicant must be a Canadian citizen, permanent resident of Canada or hold a valid Canadian work permit.

**DUTIES:** Under the overall administrative authority and general guidance of the Director of the UNESCO Institute for Statistics (UIS), the incumbent will perform the following functions:

**1. Research and analysis on Learning Assessments (60%)**

- a) Respond to external requests for data from researchers, students and other data users, and provide clarifications about learning assessments (LA) data published by the UIS.
- b) Provide research support to analyse the Database of LA and draft communication documents to disseminate its findings.
- c) Contribute to the preparation of specialised presentations, reports and papers about LA and produce documentation for meetings as required.
- d) Assist in the development and implementation of the second round of data collection for the Database of LA.

**2. Data processing (30%)**

- a) Processing data for the Catalogue of LA questionnaires by undertaking data quality assurance and corrective action.
- b) Prepare a clear and concise report for each processed questionnaire highlighting the data quality issues and clarifications required from the focal point.
- c) Communicate with the focal points for data processing and follow-up, as needed.
- d) Conduct the necessary data cleaning and recoding procedures to update the master table used to feed the Database of LA.
- e) Prepare data transfer from the master table to an SPSS database and produce supporting documentation.

**3. Other (10%)**

- a) Assist with the organization of meetings and workshops and take part in them, as required.
- b) Perform any additional activities that may be required to ensure the success of the work of the team as assigned or as requested by the immediate supervisor.

## VACANCY NOTICE Senior Statistical Assistant, LO – UIS (CONT.)

-2-

**EDUCATION:** Completion of secondary, technical or vocational education is required. Completion of post-secondary education including courses or training in statistics, data processing, data management or statistical methods is an asset.

**EXPERIENCE:** At least eight years of professional experience in quantitative and qualitative analysis techniques and report drafting. At least one year of work experience in Learning Assessments and good knowledge of their characteristics. Good knowledge of MS Excel, MS Access and SAS. Professional experience within a Governmental or UN Organization is an asset.

**LANGUAGE:** Excellent knowledge of English. A working knowledge of French is a strong asset.

**SKILLS/COMPETENCIES:**

- An aptitude for numbers and the ability to present statistics in tabular and graphic form are required.
- Strong analytical skills and the ability to manage and analyse large data sets with a statistical package.
- Good organisational skills are essential for timely implementation of work plans, as well as an excellent team spirit and the ability to maintain effective working relationships in a multi-cultural environment.
- Excellent written and oral communications in English. Good written and oral communications skills in French are highly desirable.
- Demonstrated writing abilities including contribution to or (co-) authorship of technical papers and analytical reports, preferably in the field of learning assessments or a related area.

**TO APPLY:** Candidates wishing to be considered for this position are invited to e-mail the following to [uis.recruitment@unesco.org](mailto:uis.recruitment@unesco.org):

- i. Completed UNESCO application form (available on the UIS website under '[Employment and Procurement](#)').
- ii. Letter of intent/motivation.
- iii. Contact information (name, title, organization, address, telephone, email) for 3 reference persons of whom at least one is a current or former supervisor.

Please use as the e-mail header/subject: "**FAMILY NAME, Sr Stat Asst, LO**" (e.g. SMITH, Sr Stat Asst, LO).

**Written tests may be used in the evaluation of candidates.**

**CLOSING DATE:** Until such time as a qualified candidate is identified.